**Town of Caledonia**

**Regular Board Meeting**

**VIA ZOOM CONFERENCING**

**July 16, 2020**

**PRESENT: ROLL CALL BY SUPERVISOR PANGRAZIO**

Supervisor Daniel Pangrazio

Councilman Todd Bickford

Councilman Tim Anderson

Councilwoman Pam Rychlicki

Councilman Mark Rothrock

Town Clerk Laurie Sattora

**ATTORNEY:** Dwight Kanyuck.

**OTHERS**: Supervisor’s Clerk Seth Graham

Supervisor Pangrazio called the meeting to order at 7:00 P.M.

***SUPERVISOR DANIEL PANGRAZIO****-*

*I have a quorum. Tim Anderson, Pam Rychlicki, Todd Bickford, Mark Rothrock are on the line. Tonight's meeting is being convened in accordance with the Governor's Executive Order 202.1, as extended by Executive Order 202.48, which suspends certain provisions of Open Meeting laws and allows the municipal board to convene via by tele-conferencing or video. Executive Order 202.1 also allows the Town Board to meet and take action without permitting public in-person access to the meeting, so long as the public has been provided with the ability to listen and view the meeting. The meeting will be recorded, and a transcript will be provided at a later date. I have done a roll call of the Board Members and there is a quorum present. I have also confirmed with the Town Clerk that this meeting has been properly noticed. With that said, we will get into business.*

*First order of business is the approval of the minutes of June 11, 2020. Do you have any questions, additions, corrections, or deletions? If not, I will entertain a motion to approve.*

**RESOLUTION 86- 2020**

**JUNE 11, 2020 MINUTES**

On motion of Councilman Bickford seconded by Councilwoman Rychlicki, the following resolution was

ADOPTED- Aye- Pangrazio, Anderson, Bickford, Rothrock, Rychlicki Nay- 0 Absent-0

RESOLVED, that the June 11, 2020 minutes be approved as presented.

**SUPERVISOR DANIEL PANGRAZIO - CLERK’S REPORT – JUNE**

*Next is the Clerk’s Report. All Board Members have received via e-mail prior to the board meeting copies of the clerk’s report for May. Do you have any questions or comments on the Clerk’s Report for June? If not, I will entertain a motion to approve.*

**RESOLUTION 87– 2020**

**JUNE TOWN CLERK’S REPORT**

On motion of Councilman Rothrock seconded by Councilman Anderson, the following resolution was

ADOPTED- Aye- Pangrazio, Anderson, Rothrock, Bickford, Rychlicki Nay- 0 Absent-0

RESOLVED, that the June 2020 Town Clerk’s Report be approved.

**SUPERVISOR DANIEL PANGRAZIO -ROAD USE AND REPAIR AGREEMENT**

*Next order of business is the yearly ROAD USE AND REPAIR AGREEMENT. This agreement is approved yearly. Do you have any questions or comments on the Road Use and Repair Agreement? If not, I will entertain a motion to approve.*

**RESOLUTION 88-2020**

**ANNUAL ROAD USE AND REPAIR AGREEMENT**

On motion of Councilman Bickford seconded by Councilwoman Rychlicki, the following resolution was

ADOPTED- Aye- Pangrazio, Anderson, Rothrock, Bickford, Rychlicki Nay- 0 Absent-0

RESOLVED, that the Annual Road Use and Repair Agreement be approved.

**SUPERVISOR DANIEL PANGRAZIO -2019 AUDIT – TOWN CLERK & TAX COLLECTOR**

*Next order of business is the yearly audit of the Town Clerk and Tax Collector’s Financial Records. We are a little late on passing the Resolution but that is due to the COVID-19 Pandemic shutdown . Councilwoman Rychlicki conducted the 2019 Audit of the Town Clerk and Tax Collector’s Financial Records the week of March 16th 2020 prior to the COVID-19 Pandemic shutdown. Do you have any questions or comments on the Audit? If not, I will entertain a motion to approve.*

**RESOLUTION 89-2020**

**2019 AUDIT TOWN CLERK & TAX COLLECTOR**

On motion of Councilman Rothrock seconded by Councilman Anderson, the following resolution was

ADOPTED- Aye- Pangrazio, Anderson, Rothrock, Bickford, Nay- 0 Absent-0 Abstain - Rychlicki

RESOLVED, that the 2019 Audit conducted in March 2020 by Councilwoman Rychlicki be approved.

**SUPERVISOR DANIEL PANGRAZIO -NYS STANDARD WORKDAY RESOLUTION FOR RETIREMENT**

*All right next is another yearly resolution that we have to do this time of year. It is the 2020 Retirement Reporting Resolution for the State of New York. It is a yearly requirement for the people that are in the Retirement System. Do you have any questions or comments on the report? If not, I will entertain a motion to approve.*

**RESOLUTION 90-2020**

**NYS STANDARD WORKDAY RESOLUTION FOR RETIREMENT**

On motion of Councilman Rothrock seconded by Councilman Bickford the following resolution was

ADOPTED Aye-Pangrazio, Rychlicki, Anderson, Bickford, Rothrock Nay – 0 Absent –0

RESOLVED, that the TOWN OF CALEDONIA hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees’ Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body.

BE IT FURTHER RESOLVED that the Clerk for the Town of Caledonia is directed to post a certified copy of this resolution for a minimum of thirty days. A certified copy of this resolution and an affidavit of posting shall be filed with the State Comptroller within **45 days of adoption.**

THE OFFICIAL’S TERM EXPIRATION DATES ARE AS FOLLOWS:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Name | Social Security Number   (Last  4 digits) | Registration Number | Standard  Work Day   (Hrs/day) | Term Begins/Ends | Participates in Employer’s Time Keeping System   (Y/N) | Days/Month   (based on Record of Activities) |
| Elected Officials | | | | | | | |
| Supervisor | Daniel Pangrazio | **XXXX** | **XXXXXX** | 6 | 01/01/20-12/31/21 | N | 13.27 |
| Town Clerk | Laurie Sattora | **XXXX** | **XXXXXX** | 6 | 01/01/20-12/31/21 | N | 24.25 |
| Town Justice | Mark Riggi | **XXXX** | **XXXXXX** | 6 | 01/01/20-12/31/23 | N | 04.08 |
| Town Justice | Kyle MacKay | **XXXX** | **XXXXXX** | 6 | 01/01/18–  12/31/21 | N | 01.34 |
| Appointed Officials | | | | | | | |
| Clerk to Supervisor | Seth Graham | **XXXXX** | **XXXXXX** | 6 | 01/01/2020 –  12/31/20 | N | 11.42 |
| Court Clerk | Margaret Donegan | **XXXXX** | **XXXXXX** | 6 | 01/01/2020 12/31/20 | N | 03.34 |
| Highway Superintendent | Mark Schroeder | **XXXX** | **XXXXXX** | 8 | 01/01/20-12/31/21 | N | 26.43 |
| Assessor | Tami Snyder | **XXXXX** | **XXXXXX** | 6 | 10/01/19 – 09/30/25 | N | 14.00 |
| Town Historian | Eileen LaFave-Bickford | **XXXXXX** | **XXXXXX** | 6 | 01/01/20–  12/31/20 | N | 03.12 |

**SUPERVISOR DANIEL PANGRAZIO -2020 FEE SCHEDULE – PEDDLERS PERMIT FEE**

*Next is amending the Fee Schedule for the Peddler’s Permit. Upon reviewing the fee schedule and comparing our fees to other Towns, the Peddler’s Permit Fee and application needed to be updated . Do you have any questions or comments on the Fee Schedule Revision? If not, I will entertain a motion to approve.*

**RESOLUTION 91-2020**

**2020 FEE SCHEDULE REVISION**

On motion of Councilwoman Rychlicki seconded by Councilman Anderson, the following resolution was

ADOPTED- Aye- Pangrazio, Anderson, Rothrock, Bickford, Rychlicki Nay- 0 Absent-0

RESOLVED, that the 2020 Fee Schedule be amended with the new Peddlers Permit Application fee.

**SUPERVISOR DANIEL PANGRAZIO -LIBRARY GRANT APPLICATION SPONSORSHIP RESPONSIBILITIES**

*Back in June of 2019 the Town agreed to be the Library Grant Application Sponsor. I am looking into what are the Town’s responsibilities as the Library Grant sponsor. I think that we are going to be a middleman in handling the money that comes in from the CDBG Grant if approved and would be responsible for dispersing the money for the Grant.*

**SUPERVISOR DANIEL PANGRAZIO -2021 BUDGET DISCUSSION**

*Supervisor Pangrazio had a brief discussion about the upcoming 2021 Budget and the potential shortcomings due to the COVID-19 Pandemic and that the Governor may reduce funding for the upcoming year. AIM money and Sales Tax money will be impacted significantly this year and into next. Supervisor Pangrazio stated that the Town will most likely override the tax cap as a precautionary measure but will do his best to keep the budget under the cap if possible.*

**SUPERVISOR DANIEL PANGRAZIO -HORSESHOE SOLAR ARTICLE 10 APPLICATION**

*Supervisor Pangrazio wanted to let the Board know that Horseshoe Solar has submitted its application to the New York State Department of Public Service, but that does not mean that this project has been given full approval and is going to happen. The Project has a long approval process through the New York State to go through before the project is given approval to start and is not by any means a done deal.*

***REVIEW OF SUPERVISORS REPORT***

All Board Members have received via e-mail prior to the board meeting copies of the Monthly Supervisor’s Report which includes up to date Trial Balances and Budget to Actual revenues and expenditures and trial balances along with the abstract of claims.

**AUDIT OF ABSTRACT OF PAID VOUCHERS AND TRIAL BALANCES VIA E-MAIL**

The Board audited the Abstract of paid Vouchers and trial balances that they received via e-mail.

**SUPERVISOR DANIEL PANGRAZIO -PAYMENT OF BILLS**

*Next for your consideration is the approval of the abstract that was sent out. Do you have any questions or comments on the abstract for this month so we can pay the bills?*

*If not, I will entertain a motion to go ahead and pay the bills for the month.*

**RESOLUTION 92-2020**

**PAYMENT OF BILLS**

On motion of Councilman Anderson seconded by Councilman Bickford, the following resolution was

ADOPTED- Aye- Pangrazio, Anderson, Rothrock, Bickford, Rychlicki Nay- 0 Absent-0

RESOLVED, that Supervisor Pangrazio sign all the bills and that the bills be paid in the following amounts.

|  |  |
| --- | --- |
| GENERAL FUND A – Voucher #’s 185-201, 203-214 | $ 9394.62 |
| GENERAL FUND B – Voucher # 202 | $ 41.34 |
| HIGHWAY FUND DB – Voucher #’s 77-83 | $ 86,722.49 |
| GRAND TOTALS | $ 96,158.45 |

On motion to adjourn by Councilwoman Rychlicki seconded by Councilman Rothrock and carried by all, the board meeting was adjourned.

**SUPERVISOR DANIEL PANGRAZIO**

*Thank you very much everyone please stay safe and healthy and hopefully next month, maybe we will be able to meet in person. Take care and have a good night.*

Respectfully Submitted,

Laurie Sattora

Town Clerk